



NPC Extension Process College/University Administration Steps

Step One: Discussion

The decision to move forward with extension is a positive step toward enhancing student life. It is appropriate for college or university administrators to contact the NPC office and inquire about establishing sororities on a campus where one or no NPC member organizations are present and no College Panhellenic Council exists. Sometimes the inquiry comes from an alumna of the institution or a faculty member who encourages the investigation of establishing inter/national sororities on campus. Sometimes college/university officials are approached by individuals who desire to start their own inter/national organization. Either situation warrants official permission for the establishment of sororities from the “proper authority.”

College/University as “Proper Authority”

NPC Unanimous Agreement V. Agreement on Extension, states that the “proper authority” is either the College Panhellenic Council or the administration where no College Panhellenic Association exists. An administration willing to recognize inter/national women’s sororities and grant permission for the establishment of sororities on campus should do so in an official manner. A letter from a senior ranking campus official (vice president of student affairs or dean of students) must be sent to the NPC Panhellenic Extension Committee chairman to verify that permission has been granted.

The National Panhellenic Conference believes that it is unethical for an NPC organization to establish a chapter where the school administration has specifically stated that it disapproves of the establishment of sororities on that campus. On campuses where the college or university administration does not recognize sororities and where no College Panhellenic exists, the NPC Panhellenic Extension Committee constitutes the “proper authority,” according to UA V. Agreement on Extension.

Evaluation

In the exploratory phase of extension, it is necessary to evaluate the needs of the students and the campus community. Questions for consideration:

- *Does the institution meet the criteria as a senior college or university? (The institution must be authorized to grant bachelor degrees and must be accredited by the appropriate regional association of colleges and secondary schools, according to NPC Unanimous Agreements.)*

- *Is there a significant pool of women from which to draw prospects for sorority membership?* (Review enrollment numbers to determine the potential attraction of your campus to NPC organizations. The number of potential new members is important to NPC organizations involved in the extension process. Women eligible to pledge an NPC organization chapter must be regularly matriculated students, according to the institution's definition of matriculation. Providing enrollment numbers will be helpful to NPC member organizations as they make their decisions about extension.)
- *Will the campus community support the establishment of an inter/national sorority?* (Support comes in the form of advising/guidance from professional staff, assistance in accessing scholastic records, provision of meeting space, etc.)
- *How will the college or university market the sorority membership opportunity to prospective students?*
(Many campuses include sororities in student organization listings and fairs so the members can promote themselves. Options for sorority membership are often included in university descriptions, student orientation programs, and promotional materials distributed by the undergraduate admissions office.)
- *How does the establishment of an inter/national sorority fit into the college/university strategic plan?*
(Many colleges and universities add inter/national sororities to meet the needs of their female undergraduate students. The commitment of the college/university to support sororities for the long term is critical as the inter/national organization's financial investment when establishing a sorority chapter and building membership thereafter is substantial. NPC organizations that make the investment want to ensure the success of the chapter. Future growth pertaining to more chapters, housing options, etc., may be part of the master plan.)

These are just some of the questions to address in discussions about whether to extend or not extend at this time. The college/university may wish to form an Exploratory Committee to further research the possibility. It is helpful to interview faculty, students and alumnae in the campus community to garner support for the cause. The stage must be set for extension to occur within a supportive environment. Any measures taken in facilitating discussions about extension will pave the way for good relations between sorority women and the campus community in general.

Step Two: Verification

The college or university administration serves as the "proper authority" in granting permission for the establishment of the inter/national sorority where no College Panhellenic Association exists. NPC organizations may not establish chapters on campuses without permission from the "proper authority"; therefore, official documentation from the college or university must be procured before the extension process can proceed.

NPC extension protocol calls for an official letter printed on institutional letterhead from the highest-level student affairs professional, such as the vice president of student affairs or dean of students. This letter should address the college/university's willingness to support the establishment of inter/national women's sororities on campus. The letter may be sent by mail or e-mailed (PDF format) to the NPC Extension Committee chairman. Once the letter is sent to the

NPC Extension Committee and receipt of the document is verified, the administration may contact NPC member organizations. It is recommended that a campus coordinator be noted in the official letter. The NPC Extension Committee will assist this individual with the extension process as it continues through the notification and invitation phases.

Sample Letter Granting Permission for Extension

Dear NPC Extension Committee,

This letter serves as official notification to you that [name of institution] has granted approval to allow a National Panhellenic Conference (NPC) sorority to establish a chapter on our campus. This approval was granted today at a meeting of the [name of institution] president and his/her cabinet. Furthermore, it is our intent to establish a College Panhellenic at such a time as a second NPC member organization is installed on our campus pursuant to the College Panhellenic Association Agreement (NPC Unanimous Agreement VI).

If you require, I would be pleased to provide you with further clarification of this approval. The campus coordinator for the extension process will be our [title, name of individual].

They can be reached at [phone number] or by email at [email address]. Thank you.

Sincerely,

[name]

[title of senior student affairs officer]

Step Three: Notification

Once official documentation has been received by the NPC Extension Committee, the college/university administration may contact NPC member organizations. The college/university administration may contact NPC organizations previously chartered on the campus or NPC organizations with letters of interest on file. Some campuses target certain NPC organizations based on alumnae, faculty or student interest. All of the NPC organizations have websites that can be accessed for specific information.

Notification could occur in the following manner- either through direct contact or the NPC Extension Bulletin.

Packets of Information

Packets of information may be sent to the NPC organizations by the college/university campus coordinator. An information sheet describing the local sorority or interest group should be included in the mailing, if applicable. Otherwise, it is beneficial for the college/university to enclose policies regarding student groups, statistical information on enrollment numbers (female student population, specifically) and the anticipated timeline leading up to the new chapter establishment (See [Sample Timeline](#)).

NPC Extension Bulletin

The NPC Extension Committee provides promotion of extension opportunities as a service to colleges and universities. The promotion comes in the form of an

extension bulletin distributed via email on a regular basis. Disseminated to all 26 NPC organizations, the bulletin includes brief descriptions of campus enrollment and the campus setting. The following items are important to include in the bulletin:

- Campus statistics (past five years)
 - Undergraduate enrollment
 - Number of female students
 - Male-to-female ratio
 - Percentage of students residing on campus
 - Percentage of in-state and out-of-state students
- Campus location/setting
- Prominent academic programs
- Fraternity and sorority community history (if applicable)
 - Percentage of students in fraternity and sorority community
 - Number of NPC organizations, NIC organizations, NPHC organizations, NA LFO organizations, multicultural organizations and locals on campus
 - Average chapter sizes
 - Year newest chapter was established; year last chapter left the campus
- Housing information (if applicable)
 - Current housing arrangements (capacity and costs)
 - Housing and property options for the new organization
 - Provision for temporary housing
- Meeting facilities
 - Meeting locations for current organizations
 - Available meeting location for new organization and costs associated (if applicable)
- Timeline (see Sample Timeline)
 - List date of notification to organizations via letters and NPC extension bulletin
 - Determine if exploratory visits will be allowed (optional)
 - List date of deadline for submitting materials
 - List date of notification to organizations invited to campus for presentations
 - List dates for presentations
 - List date of notification to organizations on decision regarding invitation to establish a new chapter.
 - List anticipated time for establishment of new organization
- Contact information
 - List fraternity/sorority advisor or extension coordinator, address, phone number, email address
 - List college/university and/or College Panhellenic website address

NOTE: When at least two chapters of NPC sororities have been installed on campus, a College Panhellenic Association is formed. Thereafter, the College Panhellenic Association would act as the "proper authority" on extension matters.

College/University Administration Process Checklist

- Campus administration designates appropriate personnel to coordinate the extension procedure.
- Campus coordinator notifies the NPC Extension Committee chairman of the campus interest in extension. Permission is granted through a letter from the senior student affairs administrator on the campus.
- If there is no local sorority or interest group involved in the extension process, the college/university administration decides whether to promote the opportunity to all NPC member organizations or target certain NPC organizations.
 - Again, it is common courtesy to consider NPC organizations that previously had chapters on campus or groups with letters of interest on file. If there is a local sorority or interest group involved in this situation, the campus coordinator should discuss with officers of the local sorority or interest group about notifying all NPC organizations of the local group's interest in affiliation or targeting certain NPC sororities. The campus coordinator will follow the decision made as a result of the discussion. NOTE: If the local sorority is interested in one NPC organization, only the one sorority will be notified. When the local sorority or interest group applies to the inter/national organization for a charter, no other member organization of NPC may communicate with that group, either directly or indirectly, according to NPC policies.
- The campus coordinator should help the local sorority or interest group to complete an information sheet to be distributed to the NPC Extension Committee and any interested NPC organizations. If there is no local sorority or interest group involved in the extension process, the administration could prepare an information sheet about the institution and any marketing materials to be distributed to the NPC Extension Committee and interested NPC organizations. A sample Local Sorority or Interest Group Information form can be found on the [Extension Resource Library](#).
- Based on the responses received from information packets, the campus coordinator in collaboration with the officers of the local sorority or interest group, if applicable, decide which NPC organizations to invite to campus for presentations. If the administration is operating on its own, the campus officials would decide which NPC organizations to invite for presentations.
- Presentations are scheduled on an individual basis with the selected sororities. Please see the resource, "[Extension Best Practices](#)" for details on scheduling and hosting presentations. Presentations should be held on separate days.
- The campus coordinator will inform the inter/national extension officials for each NPC member organization of the college/university decision. Where applicable, the local sorority submits its preference for the sorority of its choice. The campus coordinator will make all the necessary notifications. The campus coordinator will contact the NPC Panhellenic Extension Committee chairman about the selected NPC organization.
 - Information collected on NPC organizations in the finalists' pool may be retained for future reference.
- The campus coordinator meets with representatives of the selected NPC organization to establish chapter establishment plans.